

CLASS TITLE: INTERNAL SECURITY OFFICER (DLT)

Class Code: 02187400

Pay Grade: 28A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform technical, analytical and evaluative auditing work, devoting special attention to internal security to emphasize economy and efficiency in operations; to prevent and detect fraud and waste in areas within the unemployment insurance program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision with considerable latitude to exercise independent judgement and initiative; work is usually reviewed upon completion to ensure adherence to desired objectives and for results obtained.

SUPERVISION EXERCISED: As required, may supervise the work of technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform technical, analytical and evaluative auditing work devoting special attention to internal security to emphasize economy and efficiency in operations.

To prevent and detect fraud and waste in areas within the unemployment insurance program.

To recommend procedural changes to strengthen internal security in unemployment insurance operations.

To review cases discovered by control function and to take appropriate action.

To consult in the setting up or establishment of benefit payment controls and other internal controls.

To monitor changes to computer systems to ensure proper entry into systems.

To routinely perform audits/reviews in the central office's benefits, tax, cashier and overpayment sections and local office's operational components on an announced or unannounced basis.

To prepare reports on risk analysis and audits.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the unemployment insurance program; a working knowledge of the methods and procedures applied to the unemployment insurance function; a working knowledge of fundamental computer principles and operations; the ability to recommend procedural changes to strengthen internal security in the unemployment insurance function; the ability to take appropriate action on cases discovered by control function; the ability to consult in setting up or establishing benefit payment or other internal controls; the ability to monitor changes to computer systems to ensure proper entry into the system; the ability to routinely perform audits in areas impacting on unemployment insurance functions; the ability to prepare written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a public or private agency in a capacity responsible for the provision of benefits or programs to appropriate clients.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 25, 1991

Editorial Review: 3/15/03